



## Newtown Public Schools

Policy Sub-Committee Agenda  
April 7, 2026

BOE Conference Room 1  
Municipal Building  
3 Primrose Street  
Newtown, CT 06470  
5:30 PM

*As citizens of our community, we will conduct ourselves in accordance with Newtown's Core Character Attributes as displayed in our character tree. We will be responsible for our actions and show respect for each other. We will interact peacefully, productively, and politely. We will be trustworthy and honest and show compassion toward others. Newtown's continued success is contingent upon our ability to persevere, to follow through with our commitments, and to stay focused on the greater good.*

### AGENDA

1. **CALL TO ORDER**
2. **PUBLIC PARTICIPATION**
3. **APPROVAL OF MINUTES**
4. **DISCUSSION AND POSSIBLE ACTION**
  - A. Review Policies
    1. 6142.101 - Policy Regarding Wellness
  - B. Bylaws Recommended for First Read
    1. Construction and Posting of Agenda
    2. Minutes
    3. Officers
    4. Public Meetings & Executive Session
    5. Quorum and Voting Procedures
    6. Reimbursement of Board Member Expenses
    7. Time, Place and Notice of Meetings
    8. Transaction of Business
  - C. Bylaws to Rescind after Adoption of Replacement Bylaws
    1. 9323 - Agenda Construction-Meeting Materials
    2. 9325.4 - Vote Recording - Minutes
    3. 9322 - Public Executive Sessions
    4. 9325.1 - Quorum and Voting Procedures

5. 9250 - Remuneration and Reimbursement
6. 9321 - Time, Place and Notifications of Meetings
7. 9325.2 - Order of Business

5. **PUBLIC PARTICIPATION**

6. **ADJOURN**

**MINUTES**

Anne Uberti, Superintendent  
Doria Linnetz  
Don Ramsey  
Sarah Connell  
Alison Plante

**1. CALL TO ORDER**

- a. D. Linnetz called the meeting to order at 5:30 pm.

**2. PUBLIC PARTICIPATION**

- a. The committee acknowledged the presence of an ex officio member and invited any public participation before proceeding with the agenda.
- b. There was no public participation.

**3. APPROVAL OF MINUTES**

*MOTION: D. Ramsey moved to approve the minutes of February 3, 2026. D. Linnetz seconded. Motion passes unanimously.*

**4. DISCUSSION AND POSSIBLE ACTION**

- a. Bylaws Recommended for First Read
  - i. Formulation, Adoption, Amendment or Deletion of Bylaws
    1. D.Linetz reported that she sent the bylaws that are being discussed tonight to the Board and only received feedback from Alison Plante, who is in attendance tonight.
    2. The committee confirmed that suggested changes during a second reading may be incorporated and voted on at that same meeting without requiring an additional reading.
    3. There was also discussion focused on the restriction that bylaws may only be adopted at regular meetings. The committee agreed to add language allowing adoption at a special meeting with a supermajority vote to prevent unnecessary delays.
    4. D. Linnetz will make the approved edits which will also include language regarding super majority.
  - ii. Formulation, Adoption, Amendment or Deletion of Policies
    1. The committee discussed language delaying implementation of student-related policies until the beginning of the school year. There are

- concerns that this could limit flexibility in urgent or legally required situations.
- 2. The committee agreed to remove the language delaying implementation to preserve flexibility.
- iii. Formulation, Adoption, Amendment or Deletion of Regulations
  - 1. No changes were proposed. The committee members indicated no concerns.
- iv. Suspension of Policies, Bylaws, Regulations
  - 1. The committee discussed procedures for suspending regulations in emergency situations, for example, public health emergencies.
  - 2. D. Linnetz will add language requiring the superintendent to provide reasonable notice to the board when suspending a regulation.
- v. Office Duties - Chairperson
  - 1. Discussion focused on appointment authority for standing and ad hoc committees. This structure ensures efficiency while preserving board oversight.
  - 2. No changes to the proposed language were made
- vi. Official Duties - Vice Chairperson
  - 1. No changes were made to this bylaw.
- vii. Official Duties - Secretary
  - 1. The committee discussed the statutory language referencing submission of a report to the town. A. Uberti will consult with Shipman and Goodwin regarding this reference and report back to the committee.

MOTION: *Mr. Ramsey moved to send the seven discussed bylaws to the full board for consideration, incorporating agreed-upon edits and pending clarification on the Secretary statute. Ms. Linnetz seconded. Motion passes unanimously.*

- b. Bylaws to Rescind after Adoption of Replacement Bylaws
  - i. 9311 - Formation, Adoption, Amendment of Policies
  - ii. 9100 - Officers Organizational Meeting of the Board

MOTION: *Mr. Ramsey moved to recommend rescinding Bylaw 9311 and Bylaw 9100 upon adoption of the replacement bylaws. Ms. Linnetz seconded. Motion passes unanimously.*

## **5. PUBLIC PARTICIPATION**

- a. None

## **6. ADJOURNMENT**

MOTION: *Mr. Ramsey moved to adjourn the meeting. Ms. Linnetz seconded. Motion passes unanimously.*

Meeting adjourned at 6:30 pm.

## Instruction

### **POLICY REGARDING WELLNESS**

It is the policy of the Newtown Board of Education (the “Board”) to promote the health and well-being of district students. In furtherance of this policy, the Board has created a District Wellness Committee to review any available state or federal guidance on wellness issues and to assist in formulating recommendations for specific goals and guidelines aimed at promoting lifelong wellness practices among district students. This District Wellness Committee involves parents, students, representatives from the school food authority (i.e. any private company employed to provide food services), teachers of physical education, school health professionals, school administrators, the Board, and members of the public. The Wellness Committee will be involved in the development and implementation of the policy, the triennial assessment, and periodic updating of the policy.

### **School Wellness**

Student wellness, including good nutrition and physical activity, shall be promoted in the district’s educational program, school activities, and meal programs. In accordance with federal and state law, it is the policy of the Board of Education to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require all meals served by the District meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture and the “Connecticut Nutrition Standards for Foods in Schools,” whichever are greater. This policy shall be interpreted consistently with Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296) In developing goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness, the District will, as required, review and consider evidence-based strategies and techniques.

### **Nutrition Guidelines for Foods in Schools**

Students will be offered and schools will promote nutritious food choices consistent with the current dietary guidelines published by the U.S. Department of Health and Human Services and the Department of Agriculture, and guidelines promulgated by the Connecticut Department of Nutrition Guidelines for Foods in Schools (continued) Education (“Connecticut Nutrition Standards for Foods in Schools”) in addition to federal and state statutes and national health organizations. The focus is on moderating calories, limiting fats, sodium and sugars and increasing consumption of nutrient-rich foods such as fruits, vegetables, whole grains, low-fat dairy, lean meats and legumes. **The district will ensure that meal periods provide adequate time for students to eat, including a minimum of 10 minutes of seated time for breakfast (if offered) and at least 20 minutes of seated time for lunch.** In addition, in order to promote student health

and reduce childhood obesity, the Superintendent or designee shall establish such administrative procedures to control food and beverage sales that compete with the District's nonprofit food service in compliance with the Child Nutrition Act. The District shall restrict the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture and will ensure that all foods sold or served to students separately from school meals meet the District's Nutrition Standards. **All food and beverages sold to students during the school day shall comply with USDA nutrition standards (Smart Snacks in School).**  
<https://www.fns.usda.gov/cn/smart-snacks-school>.

All beverages sold or served to students on school premises will be healthy choices that meet the requirements of state statute and USDA beverage requirements. Students will have access to free drinking water in the cafeterias and throughout the school day. The following link is the CSDE list of acceptable foods and beverages: <https://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages>

All sources of food sales to students at school must comply with the "Connecticut Nutrition Standards for Food in Schools" including, but not limited to, cafeteria a la carte sales, vending machines, school stores, before & after school care and fundraisers. The District shall ensure that all beverages sold to students comply with the requirements of state statute and USDA beverage requirements. The stricter requirements where different between the state and federal regulations must be followed. The District shall ensure compliance with allowable time frames for the sale of competitive foods as specified by state law. **Food preparation and food service staff will receive required training and certification to meet the USDA Professional Standards for Child Nutrition Professionals.**

### **Reimbursable School Meals**

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program. **The district will ensure that students eligible for free or reduced-price meals are not overtly identified or stigmatized. All students will be served a reimbursable meal regardless of unpaid balances, and families will be contacted discreetly to determine eligibility for free or reduced-price meal assistance.**

### **Non-sold Foods and Beverages**

Non-sold foods and beverages brought into the schools by students and other persons for school sponsored events shall comply with federal nutrition standards.

### **Physical Education Guidelines in Schools**

Schools will support and promote an active lifestyle for students. Physical education is taught in

all grades by state certified and endorsed educators and is in alignment with state physical education standards. Physical and Health educators will be given relevant and specific professional development opportunities each year. The curriculum will be standards based, developmentally planned and sequentially delivered. The curriculum will foster the development of movement skills, enhance health related fitness, increase students' knowledge, offer direct opportunities to learn how to work cooperatively in a group setting and encourage healthy habits and attitudes for a healthy lifestyle.

### **Monitoring**

The Board designates the Superintendent or his/her designee to ensure compliance with this policy and its administrative regulations. He/She is responsible for retaining all documentation of compliance with this policy and its regulations, including, but not limited to, each school's three year assessment and evaluation report and this wellness policy and plan. The Superintendent will also be responsible for public notification of the three-year assessment and evaluation report, including any updates to this policy made as a result of the Board's three-year assessment and evaluation.

The District shall develop a plan designed to achieve the involvement requirements in the development, implementation, monitoring, and assessment of this policy. The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy. The District, as required, will retain records and documents pertaining to the wellness policy which shall include the written school wellness policy, documentation demonstrating compliance with community involvement requirements, documentation of the triennial assessment of the wellness policy and documentation to demonstrate compliance with the annual public notification requirement.

### **Triennial Assessment**

At least every three years, the Board will measure and make available to the public an assessment on the implementation of the wellness policy. In this triennial assessment, the Board will indicate the extent to which schools are in compliance with the wellness policy and how the Board's wellness policy compares with model school wellness policies. In addition, the triennial assessment will provide a description of the progress made in attaining the goals of the wellness policy and will provide the basis for appropriate updates or modification to the wellness policy.

## **Community Input**

The District will establish a Wellness Committee to provide opportunities for suggestions and comments regarding the development, implementation, periodic review and improvement of the School Wellness Policy from community members, including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, members of the Board of Education, school administrators and the public. The Wellness Committee will meet two to three times per year, and as needed, to review and discuss health and wellness topics relevant to the school community.

## **Evaluation of Wellness Policy**

In an effort to measure the implementation of this policy, the Board of Education designates the Superintendent or his/her designee as the person who will be responsible for ensuring that each school meets the goals outlined in this policy. To ensure continuing progress, the District will evaluate implementation efforts and their impact on students and staff at least every three years. The District will make available to the public the results of the three-year assessment and evaluation including the extent to which the schools are in compliance with policy and a description of the progress being made in attaining the goals of this policy.

(cf. 3542 – Food Service)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3452.45 – Vending Machines)

(cf. 6142.6 – Physical Education)

(cf. 6142.61 – Physical Activity)

(cf. 6142.62 – Recess/Unstructured Time)

(cf. 6142.10 – Health Education)

Legal Reference: Connecticut General Statutes

10-16b Prescribed courses of study.

10-215 Lunches, breakfasts and the feeding programs for public school

children and employees.

10-221 Boards of education to prescribe rules, policies and procedures.

10-215a Non-public school participation in feeding program.

10-215b Duties of state board of education re: feeding programs.

10-216 Payment of expenses.

10-215e Nutrition standards for food that is not part of lunch or breakfast program.

10-215f Certification that food meets nutrition standards.

10-221o Lunch periods. Recess.

10-221p Boards to make available for purchase nutritious, low-fat foods.

10-221q Sale of beverages.

Regulations of Connecticut State Agencies

10-215b-1 Competitive foods.

10-215b-23 Income from the sale of food items.

National School Lunch Program and School Breakfast Program;  
Competitive Food Services. (7 CFR Parts 210.11 and 220.12.)

The Child Nutrition and WIC Reauthorization Act of 2004, Public Law  
108-265

Nutrition Standards in the National School Lunch and School Breakfast  
Programs, 7 CFR Parts 210 & 220

Healthy, Hunger-Free Kids Act of 2010, P.L. 111-296, 42 U.S.C. 1751

Child Nutrition Act of 1966 (as amended by P.L. 108-269, July 2, 2004)

School Breakfast Program, 7 C.F.R. Part 220 (2006)

National School Lunch Program or School Breakfast Program: Nutrition  
Standards for All Foods Sold in School (Federal Register, Vol. 78, No.  
125, June 28, 2013)

Local School Wellness Policy Requirements, 42 U.S.C. 1758b

Policy adopted: October 5, 2022  
Newtown, Connecticut

NEWTOWN PUBLIC SCHOOLS

## **Instruction**

### **School Wellness**

#### **Nutrition Promotion and Education**

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students consistent with applicable federal and state requirements and guidelines.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition Education Curriculum will be comprehensive and sequential and will be integrated into other classroom content areas, as appropriate, including education on agriculture and the food system. Schools will link nutrition education activities with existing coordinated health programs or other comparable comprehensive school health promotion frameworks

#### **Goals for Physical Activity**

The goals for addressing physical activity include the following:

Schools will support and promote an active lifestyle for students.

Physical education is taught in all grades by state certified and endorsed educators and is in alignment with state physical education standards. Physical and Health educators will be given relevant and specific professional development opportunities each year. The curriculum will be standards based, developmentally planned and sequentially delivered. The curriculum will foster the development of movement skills, enhance health related fitness, increase students' knowledge, offer direct opportunities to learn how to work cooperatively in a group setting and encourage healthy habits and attitudes for a healthy lifestyle.

- All students will be required to engage in the District's physical education program unless formally exempt.
- All students in grades K-6 will have at least 20 minutes of recess daily in addition to physical education.
- Staff will not use activity or withhold activity as a punishment or a classroom management tool (i.e. assigning laps or pushups or withholding recess)
- Physical activity breaks in addition to opportunities for students and families to participate in before and after school activities, and walking and bicycling to schools, where safe to do so, are supported by the Board.

## **Instruction**

### **School Wellness**

#### **Goals for Physical Activity (continued)**

- The district will maintain agreements with Newtown Parks and Recreation and with other community organizations to allow use of school facilities and grounds when school is not in session.
- Schools will work toward promoting sixty minutes of physical activity daily for students.
- Schools will promote wellness opportunities for staff. In cooperation with local organizations, reduced rates for fitness classes and technology assisted programs will be offered. School fitness equipment will be available to staff before or after school.

#### **Goals for Social-Emotional Wellness**

- A comprehensive, school-wide system of social-emotional learning and behavioral supports will be offered K-12.
- Research based programs that support social-emotional development will be implemented and provided K-12

### **Marketing**

Any foods and beverages marketed or promoted to students on the school campus during the school day, including marketing on school equipment, in educational materials, on vending machines and near food purchasing areas, will meet or exceed the USDA “Smart Snacks in School” nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. As the District/School Nutrition Services/Athletic Department/PTA reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

**Instruction**

**School Wellness**

**Communication of Wellness**

The School Wellness Policy shall be made available annually, at a minimum, to students and families by means of school registration, student handbooks and the Board's website. This availability shall include the policy, including any updates to and about the wellness policy and the Triennial Assessment, including progress toward meeting the goals of this policy. In addition, the annual notification shall include a description of each school's progress in meeting the wellness policy goals; summary of each school's wellness events or activities; contact information for the leader(s) of the wellness policy team; and information on how individuals and the public can get involved.

Regulation adopted: October 5, 2022 NEWTOWN PUBLIC SCHOOLS Newtown, Connecticut

## Suggestions for Creative & Fun Fundraising

- Gift wrapping
- Fun runs
- Walk a thons
- Bike a thons
- Jump rope a thons
- Rent a teenager (rake leaves, water gardens, mow lawns, walk a dog)
- Car wash
- Singing telegrams
- Talent show
- Read a thons
- Spelling bees
- Science fairs
- Carnivals
- Recycling cans/bottles
- Garage sales
- Sell items with school logo
- Bowl-a-thon
- Skate night
- Auction
- Treasure hunt
- Penny wars

### **Resource Ideas**

[www.creativelearning.cc](http://www.creativelearning.cc)

[www.123fundraising.com](http://www.123fundraising.com)

[www.fundraisingdepot.com](http://www.fundraisingdepot.com)

[www.partnerforkids.com](http://www.partnerforkids.com)

[www.giftfriends.com](http://www.giftfriends.com)

[www.ptoideas.com](http://www.ptoideas.com)

[www.actionforhealthkids/resources/files/healthyfundraisers-for-schools.pdf](http://www.actionforhealthkids/resources/files/healthyfundraisers-for-schools.pdf)

[www.fundraisingfruit.com](http://www.fundraisingfruit.com)

[www.citrusfruit.com](http://www.citrusfruit.com)

## **Food Free Birthday Celebrations**

- Birthday child selects book to donate to the library. Their name and picture goes in front of the book.
- Birthday child shares an item special to them with their classmates (e.g. favorite book, favorite song, favorite stuffed animal, favorite picture or souvenir, etc).
- Birthday child chooses game classmates play at recess.
- Birthday child is the classroom “leader” for the day.
- Classmates design and decorate a Birthday crown to be worn by the Birthday child.
- Classmates prepare a page about the Birthday child; teacher compiles pages and then reads “book” to the class.
- Birthday child wears a special button for the day.
- Birthday child invites a special visitor to the class to read a story to classmates.
- Birthday child brings in photos of their life and explains pictures.
- Birthday child brings in special gifts to share with classmates (e.g. pencils, stickers, notepads, erasers etc.)
- Birthday child’s name is announced over the school PA system or at “All School Meeting.”
- Birthday child’s name is announced at lunch in cafeteria and everyone sings “Happy Birthday To You.”
- Birthday child and friend eat lunch with teacher in cafeteria.
- Additional recess time.

## **Ideas for Alternatives to Using Food as a Reward**

### **Elementary Schools**

- Make deliveries to office
- Teach class
- Sit by friends
- Eat lunch with Teacher or Principal
- Eat lunch outdoors with class
- Be a helper in another classroom
- Play a favorite game or do puzzles
- Stickers, pencils, or bookmarks
- Certificates
- Fun Video
- Extra recess
- Walk with Teacher or Principal
- Fun physical activity break
- School supplies
- Trip to treasure box filled with nonfood items (stickers, pencils, erasers, bookmarks, or desktop tents)
- Dance to favorite music in class
- Paperback book
- Show and Tell
- Bank system – Earn play money for privileges
- Teacher or volunteer reads special book to class
- Teacher performs special skill (signing, cartwheel, guitar, playing etc.)
- Read outdoors or enjoy class outdoors
- Extra Art time
- Have “Free Choice” time at the end of the day or end of class period
- Listen to headset to a book on tape
- Items that can only be used on special occasions (special art supplies, computer games, toys)

### **Middle School Students**

- Sit with friends
- Listen to music while working at desk

- Five-minute chat break at end of class
- Fun video
- Fun brainteaser activities
- Computer time
- Assemblies
- Eat lunch outside or have class outside

### **High School Students**

- Fun video
- Late homework pass
- Donated coupons to video stores, music stores, or movies
- Drawings for donated prizes among students who meet certain grade standards

Series 9000  
Bylaws

## CONSTRUCTION AND POSTING OF AGENDA

### I. Construction of Agenda

- A. The Superintendent in cooperation with the Chairperson of the \_\_\_\_\_ Board of Education (the “Board”) shall prepare an agenda for each meeting of the Board.
- B. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda. **[Optional: This request must be made no later than seventy-two (72) hours prior to the legally required public posting of the agenda.]**
- C. If at least three Board members request in writing that an additional agenda item be placed on the Board’s agenda, it will either be placed on the agenda or a special meeting of the Board will be scheduled within fourteen (14) days of the written request.

**[Note: The following section is optional:**

**D. Town residents and/or taxpayers may request that the Board place an item on the agenda of a regular meeting. To do so they must:**

- 1) Make their request in writing to the Secretary of the Board, with a copy of the request to the Superintendent of Schools.**
- 2) The Secretary of the Board will present the written request to the Board at its next regular meeting.**
- 3) The Board will decide at which future regular meeting date the item will appear on the agenda.]**

### II. Posting of Agenda

- A. At least twenty-four (24) hours prior to the time of the regular or special meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board.

- B. An agenda will be posted at Town Hall, the Board’s Administrative Offices, and on the Board’s Internet web site. Any associated documents that may be reviewed by members of the Board at such meeting shall be posted on the Board’s Internet web site, provided such documents are not exempt from disclosure under the Freedom of Information Act.
- C. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.
- D. If, in accordance with applicable law, the Board holds a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting, the agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting by means of electronic equipment or in person, as applicable and permitted by law. Any such agenda shall be posted in accordance with the provisions of Connecticut General Statutes Section 1-225.

Legal Reference:

Connecticut General Statutes

Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of Information Act.”

1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions

10-218 Officers. Meetings

Public Act 23-160, “An Act Concerning Education Mandate Relief and Other Technical and Assorted Revisions and Additions to the Education and Early Childhood Education Statutes.”

10-220 Duties of boards of education.

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

9/1/2023

**Series 9000  
Bylaws**

**MINUTES**

1. In compliance with legal requirements, a complete and accurate set of minutes of each meeting shall be kept.
2. Minutes shall be maintained at the Administrative Offices of the school district in an official record book designated for said purpose.
3. The minutes shall constitute the official records of proceedings of the \_\_\_\_\_ Board of Education (the “Board”) and shall be open to public inspection at all reasonable times.
4. The minutes shall include the following:
  - A. The time, place and date of each meeting.
  - B. The names of those members in attendance.
  - C. The disposition of all matters on which action was recommended.
  - D. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
  - E. All decisions concerning future meetings and agendas.
  - F. By request, a brief statement of a Board member may be included.
5. A record of votes taken at each meeting shall be reduced to writing and made available for public inspection within forty-eight hours of the conclusion of the meeting at which the votes were taken. Votes taken shall also be reflected in the minutes of each meeting, and the minutes shall be made available for public inspection and posted on the Board’s Internet web site, if available, not later than seven days of the date of the meeting to which they refer, however, the Board shall not be required by law to post such minutes on an Internet web site. Should the Board decide to make minutes available on the Board’s Internet web site, it shall do so at the sole discretion of the Board.

**[Note: The posting of minutes to a website is optional and at the discretion of the Board.]**

6. If, in accordance with applicable law, the Board conducts a meeting in which one or more Board members attend by means of electronic equipment, the minutes of the meeting shall record a list of Board members that attended the meeting in person and a list of members that attended the meeting by means of electronic equipment.

Legal Reference:

Connecticut General Statutes

Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of Information Act.”

1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

5/6/2022

Series 9000  
Bylaws

**OFFICERS**

*[Local Board of Education Version]*

1. The \_\_\_\_\_ Board of Education (the “Board”) shall, not later than one month after the date on which newly elected members take office, elect from its own members a Chairperson[, a **Vice-Chairperson**]\* and a Secretary.
2. The votes of each member cast in such election shall be reduced to writing and made available for public inspection within forty-eight hours, excluding Saturday, Sunday, or legal holidays, and shall also be recorded in the minutes of such meeting at which taken, which minutes shall be available for inspection at all reasonable times.
3. If such officers are not chosen after one month from the date on which newly elected members take office because of a tie vote of the members, the town council, or, if there is no town council, the selectmen of the town shall choose such officers from the membership of the Board.
4. Officers shall hold their respective offices for \_\_\_\_ years, and until their successors are duly elected.
5. Should a vacancy arise in an office of the Board during the term of a Board officer’s service, the members of the Board (including, if applicable, the member vacating a Board office) shall elect a successor to fill the office until the next regular election for Board officers. Such votes shall be reduced to writing, recorded, and made available for public inspection as described in Section 2, above.

*[\*Note: By statute, local boards of education are required to elect only a Chairperson and a Secretary. Should a board wish to elect a Vice Chairperson, we suggest including the optional language above in bold and adopting a policy describing the duties of a Vice Chairperson. For your convenience, please refer to the policy entitled “Official Duties – Vice Chairperson.”]*

Legal Reference:

Connecticut General Statutes  
10-218 Officers. Meetings.

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

10/18/2021



Series 9000  
Bylaws

**OFFICERS**  
*[Regional Board of Education Version]*

1. The \_\_\_\_\_ Board of Education (the “Board”) shall hold an organizational meeting in the month following the last election of its members held in the member towns in any calendar year at which time the Board shall elect by ballot from its membership a Chairperson, a Secretary, a Treasurer and any other officer deemed necessary.\* In the case of a tie vote in the balloting for any officer, such tie shall be broke by lot.
2. Officers shall hold their respective offices for \_\_\_\_ years, and until their successors are duly elected.
3. Should a vacancy arise in an office of the Board, the members of the Board (including, if applicable, the member vacating a Board office) shall elect a successor to fill the office until the next regular election for Board officers.

***[\*Note: By statute, neither local nor regional boards of education are required to elect a Vice Chairperson. Should a board wish to elect a Vice Chairperson, we suggest adopting a policy describing the duties of a Vice Chairperson. For your convenience, please refer to the policy entitled “Official Duties – Vice Chairperson.”]***

Legal Reference:

Connecticut General Statutes  
10-46(d) Regional board of education.

ADOPTED: \_\_\_\_\_  
REVISED: \_\_\_\_\_

10/18/2021

**Series 9000  
Bylaws**

**PUBLIC MEETINGS AND EXECUTIVE SESSION**

1. Public Meetings

- A. All meetings of the \_\_\_\_\_ Board of Education (the "Board") for the official transaction of business shall be open to the public except that the Board may, by the affirmative vote of two-thirds of the members present and voting, meet in executive session for the purposes specified in Conn. Gen. Stat. §§ 1-225 and 1-200(6).
- B. As defined by statute, the term "meeting" shall not include: any meeting of a personnel search committee for executive level employment candidates; any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business; strategy or negotiations with respect to collective bargaining; a caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency; an administrative or staff meeting of a single-member public agency; and communication limited to notice of meetings of any public agency or the agendas thereof. The term "caucus" means a convening or assembly of the enrolled members of a single political party who are members of a public agency within the state or a political subdivision.

2. Executive Sessions

- A. The public may be excluded from Board meetings that are declared to be executive sessions.
- B. Executive sessions may be held on a two-thirds vote of the members present and voting taken at a public meeting stating the reasons for such executive session. Executive sessions may be held for any reasons permissible under the provisions of the Freedom of Information Act, as it may be amended from time to time, including one or more of the following purposes:
  - (1) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open (public) meeting.

- (2) Strategy and negotiations with respect to pending claims or pending litigation to which the Board or a member of the Board, because of his or her conduct as a member of the Board, is a party until such claims or litigation have been finally adjudicated or otherwise settled.
- (3) Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
- (4) Discussion of the selection of a site or the lease, sale or purchase of real estate when publicity regarding such site, lease, sale, purchase or construction would adversely impact the price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
- (5) Discussion of any matter which would result in the disclosure of public records or the information contained therein described in Conn. Gen. Stat. §1-210(b).

Legal References:

Connecticut General Statutes

- |       |   |
|-------|---|
| 1-200 | Definitions (Public Agency; Meeting; Caucus; Person; Public Records or Files; Executive Sessions)   |
| 1-210 | Access to public records. Exempt records  |
| 1-225 | Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions |
| 1-231 | Executive sessions  |

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

10/20/2021

**Series 9000  
Bylaws**

**QUORUM AND VOTING PROCEDURES**

1. Quorum:
  - A. The majority of all members of the \_\_\_\_\_ Board (the “Board”) shall be necessary to constitute a quorum for the transaction of business.
  - B. If, in accordance with applicable law, the Board provides Board members the opportunity to participate in meetings by means of electronic equipment, the Board is not required to adjourn or postpone a meeting if a Board member loses the ability to participate because of an interruption, failure, or degradation of that member’s connection by electronic equipment, unless the member’s participation is necessary to form a quorum. If a quorum of the Board members attend a meeting, other than an executive session, by means of electronic equipment from the same physical location, members of the public must be permitted to attend such meeting in such physical location.
  - C. If, in accordance with applicable law, the Board holds a meeting solely by means of electronic equipment, and if a quorum of Board members attend a meeting by means of electronic equipment from the same physical location, the Board shall permit members of the public to attend such meeting in such physical location.
2. Voting Procedures:
  - A. No member can vote on a question in which the Board member has a direct personal or pecuniary interest.
  - B. Members may vote for themselves for any office or other position.
  - C. While it is the duty of every member who has an opinion on a question to express it by vote, a Board member cannot be compelled to do so.
  - D. A member may abstain from voting (with the knowledge that the effect is the same as if the Board member had voted on the prevailing side).
  - E. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which taken.

- F. Board members shall have the opportunity to explain their votes, with the explanation to be recorded in the minutes.
- G. Any vote taken at a meeting during which a Board member participates by means of electronic equipment shall be taken by roll call, unless the vote is unanimous.

Legal References:

Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of Information Act.”

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

5/6/2022

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**Series 9000  
Bylaws**

**REIMBURSEMENT OF BOARD MEMBERS' EXPENSES**

1. Remuneration
  - A. A member of the \_\_\_\_\_ Board of Education (the “Board”) shall receive no compensation for carrying out Board services.
  
2. Reimbursement
  - A. Board members authorized to attend educational conferences, meetings or travel on Board business shall be reimbursed, upon submitting vouchers and supporting documentation for reasonable and necessary expenditures, transportation costs, and registration fees. Board members must have approval in advance from the Board to be eligible for a reimbursement.
  
  - B. All Board members that receive prior authorization for reimbursement of a Board expense are expected to account for all expenditures incurred in connection with the performance of their Board duties.
  
  - C. Receipts in general are required for:
    - (1) Lodging -- Lodging accommodations should provide normal comforts and services well located in relation to the area in which Board business will be conducted.
  
    - (2) Meals --Reasonable expenditures are allowed for meals [*specific meal amounts may be noted here*]. Board members may submit appropriate explanatory information as needed, on a separate sheet of paper attached to the receipt. The Board will not reimburse Board members for the purchase of alcohol.
  
    - (3) Taxi, Uber/Lyft or Bus Fare
  
    - (4) Parking Fees or Toll Charges (when applicable)
  
    - (5) Mileage – The Board may reimburse for mileage costs incurred for travel for Board business other than for regular and special Board meetings and subcommittee meetings, when approved in

advance, and in accordance with IRS standard reimbursement rates.

- (6) Registration Fees -- The Board will not pay any late registration fees without an explicit prior authorization.

Legal Reference

Conn. Gen. Stat. § 10-225 Salaries of secretary and attendance officers  
Conn. Gen. Stat. § 10-232 Restrictions on employment of members of board of education

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

10/18/2021

**Series 9000  
Bylaws**

**TIME, PLACE AND NOTICE OF MEETINGS**

1. Regular Meetings
  - A. The \_\_\_\_\_ Board of Education (the “Board”) shall set a calendar of regular meetings for the ensuing year at the first regular meeting in November.
  - B. In compliance with the Connecticut General Statutes, the Chairperson [or Secretary] shall file this calendar with the Town Clerk [Regional School District Option: in the office of the Town Clerk of each municipal member of the school district], and post this calendar on the Board’s Internet web site, if available, by November 30 [or other date falling on or before January 31].
  - C. Normally the Board shall schedule regular meetings on the \_\_\_\_\_ of each month of the year except \_\_\_\_\_, when the Board shall schedule no regular meetings.
  - D. If at any point in the meeting the Board should not maintain a quorum, then the Chairperson of the Board will adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.
  - E. If, in accordance with applicable law, the Board conducts a regular meeting by means of electronic equipment, the Board shall provide, at least forty-eight (48) hours before the meeting, direct notification in writing or by electronic transmission to each member of the Board and post a notice that the Board intends to conduct the meeting solely or in part by means of electronic equipment in the Administrative Offices of the Board, in the office of the Town Clerk [Regional School District Option: in the office of the Town Clerk of each municipal member of the school district], and on the Board’s Internet web site. Such notice shall include instructions for the public to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person, as applicable and permitted by law.

## 2. Special Meetings

- A. Special meetings may be held when determined by the Board, when so called by the Chairperson, or within fourteen (14) days upon written request of three members of the Board.
- B. No special meeting shall be held unless a notice stating the time, place and purpose of the meeting has been given to each member and to the Town Clerk ***[Regional School District Option: to the Town Clerk of each municipal member of the school district]***, and has been posted on the Board's Internet web site, if available, twenty-four (24) hours before the time stated for the meeting to convene.
  - 1. If, in accordance with applicable law, the Board holds a special meeting conducted solely or in part by means of electronic equipment, notice of such meeting shall include whether the meeting will be conducted solely or in part by means of electronic equipment. If such meeting is to be conducted by means of electronic equipment, such notice shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting, as applicable and permitted by law.
- C. When a majority of the members agree that an emergency exists which has made a regular notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency meeting, a copy of the minutes setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk ***[Regional School District Option: with the Town Clerk of each municipal member of the school district]*** no later than seventy-two (72) hours following the holding of such a meeting.

## 3. Meeting Time and Place

- A. All regular meetings of the Board shall begin at \_\_\_\_\_ or as soon thereafter as a quorum is present and shall adjourn no later than \_\_\_\_\_ unless extended to a time certain by a two-thirds vote of the Board members present. All regular meetings of the Board shall be held in \_\_\_\_\_, unless otherwise ordered by the Board.
- B. Special Meetings (non-emergency) of the Board shall be held at a time and place to be determined and announced in advance of meeting.

Legal References:  
Connecticut General Statutes

Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of Information Act.”

- 1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions
- 1-228 Adjournment of meetings. Notice
- 1-229 Continued hearings. Notice
- 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution
- 7-3 Warning of town and other meetings
- 7-4 Record of warning
- 10-218 Officers. Meetings

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

5/6/2022



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**Series 9000  
Bylaws**

**TRANSACTION OF BUSINESS**

- A. The \_\_\_\_\_ Board of Education (the “Board”) shall transact all business at a legal meeting of the Board.
- B. The Board shall act as a whole entity, except that a committee created in accordance with these bylaws may act on matters before it in conformity with the committee’s purpose or charge.
- C. Individual members shall make no commitments for the Board or issue orders for the Board, except when executing an assignment delegated by the Board.
- D. The Board shall concern itself with questions of educational policy, and not with administrative details concerning the \_\_\_\_\_ Public Schools’ operations.

ADOPTED: \_\_\_\_\_  
REVISED: \_\_\_\_\_

10/20/2021